

DRAFT:JFBlake:kmg (10 Mar 75)

1. I have designated the Deputy Director for Administration, Mr. John F. Blake, as the senior Agency official responsible to me for supervising the administration of the Freedom of Information Act, and its subsequent amendments, within the Central Intelligence Agency. The General Counsel, Mr. John Warner, is charged with providing legal advice to all personnel who are involved in processing requests under the Freedom of Information Act. I, additionally, have approved the establishment of an Information Review Staff in the office of the Deputy Director for Administration, and have appointed Mr. Blake chairman of the Agency Information Review Committee.

2. Mr. Blake has appointed [ ] a special STATINTL assistant to the Deputy Director for Administration, as a senior representative on all matters pertaining to the FOIA. In that capacity, [ ] will interest himself in the entire process of the Agency's response to requests under the FOIA. It will be his responsibility to ensure that all directorates and operating components process FOIA requests in accordance with the provisions of that law, and, additionally, are mindful of the time periods established in which the Agency must be responsive to requests. He will also ensure the appropriate and timely consultation with members of the Office of General Counsel to ensure receipt of needed legal advice. He will be supported in his endeavors by members of the Information Review Staff which is under the direction of Mr. [ ]

Matters Worthy of Discussion

1. A reallocation of space, primarily brought about by acquisition of a new building with additional square footage in 1975.
2. Pressures to reallocate supergrade ceiling.
3. Review of retirement options on 1 April..
4. Growing demands upon OJCS and need for an Agency-wide priority system.
5. New approach to classified supergrade positions.
6. Future of  DDO paramilitary contingency study.

STATINTL